

FAQ Hiring Summer School Staff 2013

Frequently Asked Questions for All Applicants:

1. How do I apply for a summer school position?

Individuals interested in a summer school position must apply online. Please go to the DCPS Summer School 2013 QuickBase application [<https://octo.quickbase.com/db/bhnfav27>] to submit an online application.

2. I was a summer school teacher last summer. Am I guaranteed a position this summer?

No. All educators who wish to obtain a summer school position must apply using the online application. Qualification for a summer school position will be determined by educational background and demonstrated competence as indicated by performance evaluations. The number of summer school staff hired also depends on actual student enrollment and course demand for the high school program.

3. May I apply for more than one position?

You may only apply for one position (teacher, aide, etc.), but you may indicate up to two summer school subjects and programs.

4. When will I find out if I've been offered a summer school position?

The Office of Human Resources will notify candidates of their final status by April 15, 2013.

5. What are the dates of summer school?

Summer school begins on Monday, July 1 and ends on Friday, August 2, 2013.

Extended School Year (ESY) program begins on Tuesday, July 8, 2013 and ends on Friday, August 2, 2013.

6. What is the compensation for summer school employment?

Teachers receive \$34/hour and aides receive \$15/hour. Benefits are not included.

7. What are the minimum requirements for High School Carnegie Unit teachers?

High School Carnegie Unit teachers must be certified in a content area or related field and have a minimum of a bachelor's degree. The teacher must possess or must be eligible for a valid District of Columbia Teaching Certificate or License (standard or provisional).

8. Do I have to work the entire summer school?

Yes, summer school employees do not get leave over the summer. If you accept a summer school offer, you must commit to work for the entire 5-week session.

9. Once assigned a position/location for summer school may I request a new one?

Unfortunately, you cannot request a new position or location for summer school once you're assigned one. We work hard to place teachers/aides in their preferred positions and locations, but we sometimes have to place teachers in other sites or areas of need. We appreciate flexibility in this process!

10. If I'm a current DCPS employee and I've been extended a summer school offer, am I guaranteed to teach at the same school where I am during the regular school year?

We will be hosting summer school at 8 K-8 sites, 3 HS sites, 2 ESY only sites, and 9 other ESY sites that are colocated with SS. If your school is not a summer school site, we hope to place you at the site where your students will attend summer school; however, there are no guarantees.

11. Is attending the summer school training event(s) required?

Yes, attendance at summer school training is mandatory.

12. Will I get paid for summer school training hours?

Yes, summer school teachers will receive \$34/hour and aides will receive \$15/hour for attending the training session.

13. What are the hours of the various summer school programs (K-8/HS/ESY)?

Program (Grades)	Program Times	Dates
K-8	8 a.m. – 1 p.m.	July 1–August 2
Summer Bridge (rising 9 th grade)		
High School (priority for 9 and 12)	9 a.m. – 3:30 p.m.	July 8–August 2
Extended School Year (PK–12)	PK–6: 8 a.m. – 1 p.m. 7–12: 9 a.m. – 2 p.m. ESY-only sites: 8 a.m. – 1 p.m.	

14. What are the K-8 summer school sites?

	Schools	Grades	Ward
1	Bancroft ES	K–5	1
2	Thomson ES	K–5	2
3	Takoma EC	K–8	4
4	Brookland EC	K–8	5
5	Miner ES	K–5	6
6	Nalle ES	K–8	7
7	Ketcham ES	K–5	8
8	Turner ES	K–8	8

15. What are the HS summer school sites?*

	High Schools	Grades	Ward
1	Wilson	9–12	3
2	Eastern	9–12	6
3	Ballou	9–12	8

* The High School Credit Recovery Program's **priority is to offer students in Grades 9 and 12 the opportunity to recover credits**; however, as seats remain available in desired courses, other students can attend.

16. What are the Special Education-only (ESY) sites?

The sites that are ESY only and not co-located with summer school are:

	ESY-only Schools	Grades	Ward
1	Sharpe Health	P-12	4
2	Mamie D. Lee	P-12	5

17. How do I know if my application has been received?

Once you submit your application in Quickbase, you will receive an email notification to the email address you provided in the application confirming receipt.

18. Who should I contact if I have problems accessing my dc.gov email address or have misplaced my password?

Please contact the OCTO Help Desk by phone at: 202-442-5715 or by email at: helpdesk.servus@dc.gov.

19. Who should I contact if I have additional questions?

Send an email to dcps.hranswers@dc.gov or call 202.442.4090.

20. Who makes final recommendation for hiring?

The SS Principals and Cluster Coordinators make joint decisions in recommending applicants for hiring.

Frequently Asked Questions for Non-DCPS Applicants:

21. I'm not a DCPS employee. Am I eligible for a summer school position?

Yes! Though preference will be given to DCPS employee applicants, we encourage both current DCPS and non-DCPS employees to apply. Please go to the QuickBase application [<https://octo.quickbase.com/db/bhnfavn27>] to submit an online application.

22. I'm not a DCPS employee. Will I have to submit additional materials to be hired?

Non-DCPS employees need to submit an online application and provide the following additional documents to Human Resources to be considered for a Summer School position:

- Resume
- Two reference letters

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- Copy of two forms of ID
 - Fingerprinting
 - Negative TB test result from the past 6 months
 - Pass a Drug and Alcohol Test
 - Copy of Teaching License (if applicable)

23. Where can non-DCPS applicants submit the results of HR required paperwork?

If you are a non-DCPS employee, you are required to submit your HR required paperwork to Andrew Whiting (HR Summer School POC) in the Office of Human Resources at 1200 First Street, NE, 10th floor. Required paperwork includes a Resume, 2 Reference Letters, Copy of two forms of ID, Fingerprinting, and Negative TB test result from the past 6 months. Non-DCPS applicants will also be administered a Drug and Alcohol test.

24. Where and when is fingerprinting done?

The fingerprinting office is located at 1200 First Street, NE, 10th floor. The office is open Monday – Friday from 8am to 3:30pm. Applicants can make an appointment using the following link: <https://server18.securedata-trans.com/ap/dcpublicschools3/index.php?page=10>

25. Do I need to bring anything with me to get fingerprinted?

Yes, you will need to bring a copy of your Negative TB test result from the past 6 months.